

STATE RECORDS COMMITTEE

Approval Signature Sheet

Records Retention Schedule

Application #921028-03

Sheet 5 of 5

Schedule Number: 94-0023

Effective Date: 08/23/94

Creating Agency: Department of Human Resources
Office of Support Services
Facilities Support Section
Telecommunications Unit

Series Title: Telephone Credit Card File.

Dates Covered: 1990 and [ongoing].

Access: Open.

Disposition

Instructions:

Facilities Support Section:

Cut off files at end of fiscal year.

Hold in current files area one (1) year.

Transfer to State Records Center and hold four (4) years.

Destroy.

All Other DHR Organizations:

Cut off at end of fiscal year.

Maintain in current files area until all audits and program questions have been answered and the file is no longer needed for reference.

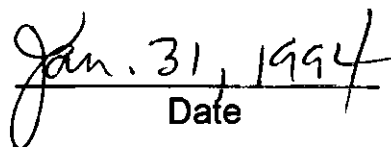
Destroy.

The State Records Committee has authorized the approval of these disposition instructions for the records series described in the attached records retention schedule application.



Edward Weldon

Secretary of State Designee


Date

Records Retention Schedule

GEORGIA DEPARTMENT OF HUMAN RESOURCES

Division/Office: Office of Technology & Support

Section/Unit: Information Technology Section
Telecom Coordination Unit

Schedule Use: Department Wide

Schedule No.: 94-0023 **Admin. Chg. Date:** 10-15-97

Records Series Title: TELEPHONE CREDIT CARD FILE

Description: Documents relating to requesting cancellation or new telephone credit cards.

Included are: Telephone Credit Card Request (form 5089); Credit Card Request DOAS Telecommunications (form 5084); and related correspondence.

File Arrangement: By organizational entity.

Retention/Disposition Instructions:

1) INFORMATION TECHNOLOGY SECTION

Cut off file at end of each fiscal year; hold in current files area 1 year; transfer to State Records Center; hold 4 years; then destroy.

2) ALL OTHER DHR ORGANIZATIONS

Cut off file at end of each fiscal year; maintain in current files area until all audits have been completed, program questions have been answered and no longer needed for reference; then destroy.

Confidential: No-Open Record

Supersedes: 94-0023 (approved 8-23-94)

M97-253

(94-0023)

970922-03

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Sheet 5 of 5

Schedule Number: 94-0023

Effective Date: 08/23/94

Creating Agency: Department of Human Resources
Office of Support Services
Facilities Support Section
Telecommunications Unit

Series Title: Telecommunications Credit Card File.

Dates Covered: 1990 and [ongoing]

Access: Open.

**Disposition
Instructions:**

Facilities Support Section:

Cut off files at end of fiscal year.

Hold in current files area one (1) year.

Transfer to State Records Center and hold four (4) years.

Destroy.

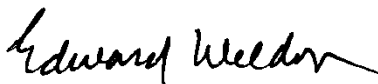
All Other DHR Organizations:

Cut off at end of fiscal year.

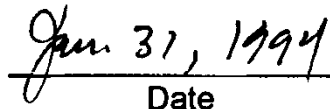
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